

STATE OF ARKANSAS

**DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES and
TRANSPORTATION**

ACADEMIC FACILITIES MASTER PLAN PROGRAM

GUIDELINES for 2007 Master Plan Project Update

Arkansas Division of Public School



Academic Facilities & Transportation

SUBMITTAL DEADLINE FEBRUARY 1, 2007

**PLEASE NOTE THAT IN ORDER TO EFFECTIVELY CREATE YOUR
MASTER PLAN YOU WILL NEED TO USE THE FOLLOWING WEBSITE:**

www.arkansasfacilities.com

**THAT WEBSITE CONTAINS THE FILES NEEDED TO REVIEW AND SUBMIT
TO THE DIVISION OF PUBLIC SCHOOL ACADEMIC FACILITIES AND
TRANSPORTATION.**

Arkansas Division of Public School



Academic Facilities & Transportation

Division of Public School Academic Facilities and Transportation

Facilities Master Plan

School District _____

School District LEA _____

School District Address _____

Phone _____ Fax _____

Superintendent _____

Email Address _____

Facilities Master Plan Authors (if more names, please attach separate sheet)

Name _____ Contact Number _____

Name _____ Contact Number _____

Date of Most Recently Approved Master Plan _____

Date of This Submission _____

Received By: _____ Date: _____

Approved By: _____ Date: _____

Please complete and submit this page from these guidelines to the Division in hard-copy format. All other required documents will be downloaded or viewed at the Division website: www.arkansasfacilities.com/MasterPlan.aspx

I. Purpose

Paragraph (6) of Act 1426 of 2005 §6-21-806 states

- (a) The Academic Facilities Master Plan Program shall require each school district to:
 - (6) Submit a report to the Division by February 1 of each odd-numbered year that includes a description of all projects completed in the school district since the submission of the most recent facilities master plan, the school district's current enrollment projections, new or continuing needs of the school district with regard to academic facilities and equipment, and an accounting of any changes in the school district's insurance coverage from the most recent submission.

II. Odd-Year Master Plan Report Requirements

Step 1. School District's Current Enrollment Projection Changes.

School district enrollment projections are a key component of the Master Plan. The district's enrollment growth and suitability needs are predicated on the maximum projected enrollment during the next ten years.

If there has been any change in the school district's enrollment projection since the most currently approved Master Plan, provide the Division the enrollment changes and the district's justification of the changes. If no changes are submitted by February 1, 2007, the Division will utilize the enrollment projections from the most recently approved Master Plan.

Step 2. Changes in the School District's Insurance Coverage.

If there have been any changes in the school district's insurance coverage the district should provide the Division with a hardcopy of their Statement of Values from their insurance provider (i.e. ASBA, Arkansas Insurance Department) or any other provider of insurance for your school buildings. The information should include coverage amounts, types of coverage, identification of buildings covered, policy renewal dates, and all riders.

Step 3. Use the Master Planning Web Based Application.

Districts will use a web based tool to revise district information, to indicate 2004 assessment deficiencies and other facility projects that have been completed, and to enter district facility Master Plan projects. Appendix A of these Guidelines contains instructions on how to use this tool, and instructions and helpful information are also included within the application. You can access the tool by logging onto the Division's web site at www.arkansasfacilities.com and going to the link for the Master Planning application. The following instructions and Appendix A references should be followed when using this application.

- a. Revise District Information: The district will be required to enter a point of contact for Master Plan coordination with the Division [Appendix A, page 4]. Revise other data as appropriate. [Appendix A, pages A-4 through A-7]

- b. Review and update deficiency lists: Follow the instructions within the application to review the deficiency lists for all schools and buildings. Mark deficiencies that have been corrected as “completed”. Mark deficiencies that the district does not believe need to be resolved as “suspended.” [Appendix A, pages A-7 through A-10]
- c. Enter Master Plan projects: [Appendix A, pages A-11 through A-14]

A Master Plan Project is defined as a new construction or major renovation project, regardless of funding source.

1. The district should enter **all** new construction projects for all public school facilities, including both academic and non-academic facilities, with a breakdown of the portion of each project between maintenance, repair, and renovation and new construction.
2. The district does **not** have to enter estimated expenditures for routine maintenance and repair as was required for the February 1, 2006 Master Plan submission.
3. The district must include a project to address the replacement of each major building system that will reach the end of its life during the period 2006- 2016. Major building systems include:
 - i. HVAC
 - ii. Roof
 - iii. Plumbing. Include water piping systems, but do not include fixture replacement.
 - iv. Electrical service distribution
 - v. Structural

To determine which systems will reach end of life during the next ten years, district life cycle reports are available in the Reports tab of the master planning tool under Master Planning Reports. Systems on those reports with remaining life of 10 years or less will reach the end of their life in the next ten years. Projects should be entered for the year the system has zero remaining life.

5. Cost estimating tools are also available on the Division web site at <http://www.arkansasfacilities.com/MasterPlan2007.aspx>.
6. Immediate needs projects should be entered for 2007-2009. The district should use its February 1, 2006 Master Plan submission as a guide to reenter projects for this period that meet the above criteria.
7. Short-term needs projects should be entered for 2009-2012.
8. Long-term needs projects should be entered for 2012-2016.
9. After all projects have been entered, print out a hard copy of the data entered from the Reports tab in the application.

d. Provide additional information for other capital projects and end of life deficiency projects completed since December 2005. [Appendix A, pages A-11 through A-14]

Step b. required the district to review and indicate which deficiencies have been completed. For any of those completed deficiencies that were “end-of-life” life and for other completed capital facility projects, submit information including the project description, school, and total project cost using the web based tool. The completed projects will be entered using the same general process as outlined in step c. for new Master Plan projects with the following additional instructions.

1. Scope – Include detailed scope of project and indicate the facilities funding program, if any, that the project received state financial participation from. For end of life projects, include Assess ID from deficiency list and provide detailed system information so new life cycle for system can be established
2. Status - Complete
3. % Construction Completion – 100%
4. Budget –Final total project cost

III. Submission Requirements

Submissions as required under this program shall be postmarked or received via first class mail return receipt requested or via stamped receipt of hand delivery, in the **Office of the Director of The Division of Public School Academic Facilities and Transportation, 501 Woodlane Street, Suite 600, Little Rock, Arkansas 72201**, no later than 4:30 pm on February 1, 2007.

Checklist:

- ☐ Did you complete page 2 of these guidelines?
- ☐ Did you read all of the Master Plan guidelines?
- ☐ Did you review the Life Cycle Report for your district?
- ☐ Did you review your enrollment projections as requested in Step 1?
- ☐ Did you review your Statement of Values (insurance form) as requested in Step 2?
- ☐ Did you use the web based “Master Plan” tool (Step 3) and complete a, b, c, and d?
- ☐ Did you include Master Plan projects for 2007-2016 following guidance contained on page 4?

For Submittal:

- ☐ Did you provide a hard copy of the following items to submit to the Division?
 - ☐ A completed page 2 from these guidelines
 - ☐ Revised enrollment projections (if changed since February 1, 2006)
 - ☐ Revised Insurance Form (Statement of Values) (if changed since February 1, 2006)
 - ☐ Master Plan web based tool printouts of entered information. This can be printed from the master planning tool Reports tab, District Entry Summary Report button.

Appendix A


Arkansas Master Planning Application

Table of Contents

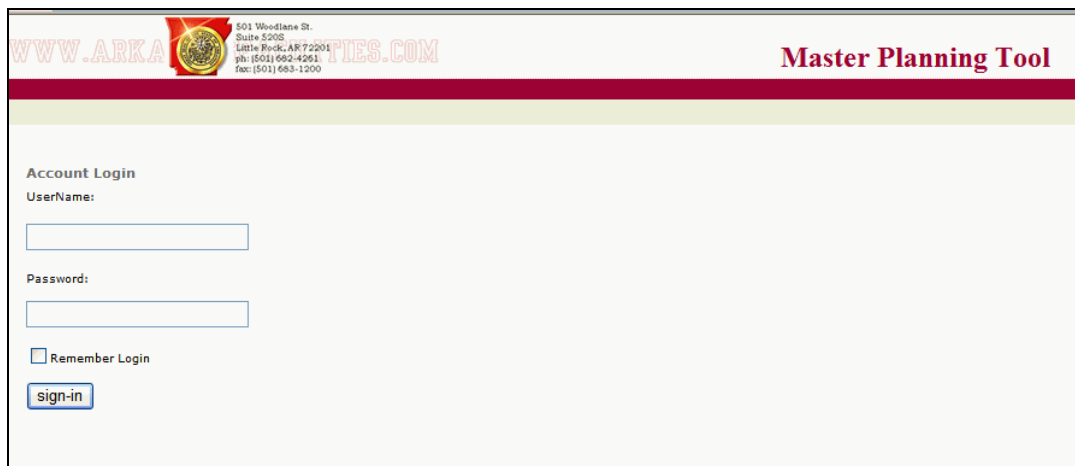
| | |
|---|------|
| Log in | A-1 |
| Main Screen | A-2 |
| The Planning Tree and General Information Updates | A-3 |
| Deficiencies | A-8 |
| District Projects | A-11 |

Log in

To Log in to the Arkansas Master Planning Tool, go to the Division web site at <http://www.arkansasfacilities.com> and navigate to the 2007 Master Plan Update icon.

Enter the appropriate credentials in the 'UserName' and 'Password' fields and click the  button.

Area Project Managers will provide school districts with their User Name and Password information. If districts would like their “UserName” and “Password” credentials changed, they should contact their Area Project Manager.

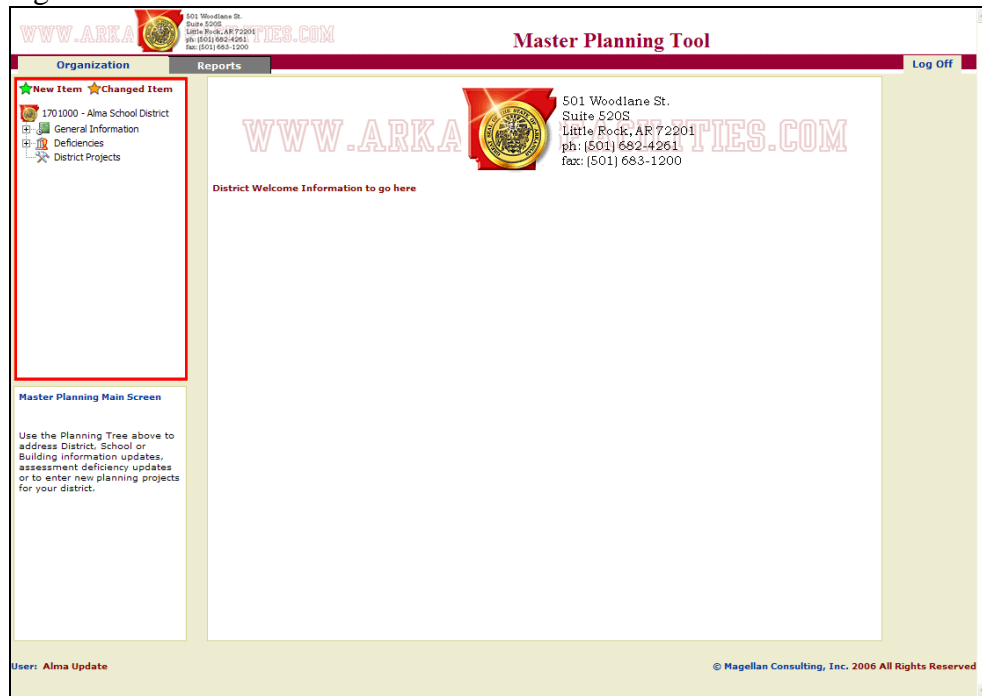


The screenshot shows the login interface for the Arkansas Master Planning Tool. At the top, there is a header with the website URL www.arkansasfacilities.com on the left, a central logo featuring the Arkansas state seal, and contact information on the right: 501 Woodlane St., Suite 500S, Little Rock, AR 72201, ph: (501) 662-4261, fax: (501) 663-1200. The title "Master Planning Tool" is displayed in red on the right side of the header. Below the header is a light green horizontal bar. The main content area is white and contains the "Account Login" section. This section includes labels for "UserName:" and "Password:" followed by text input fields. Below the password field is a checkbox labeled "Remember Login". At the bottom of the login section is a blue button labeled "sign-in".

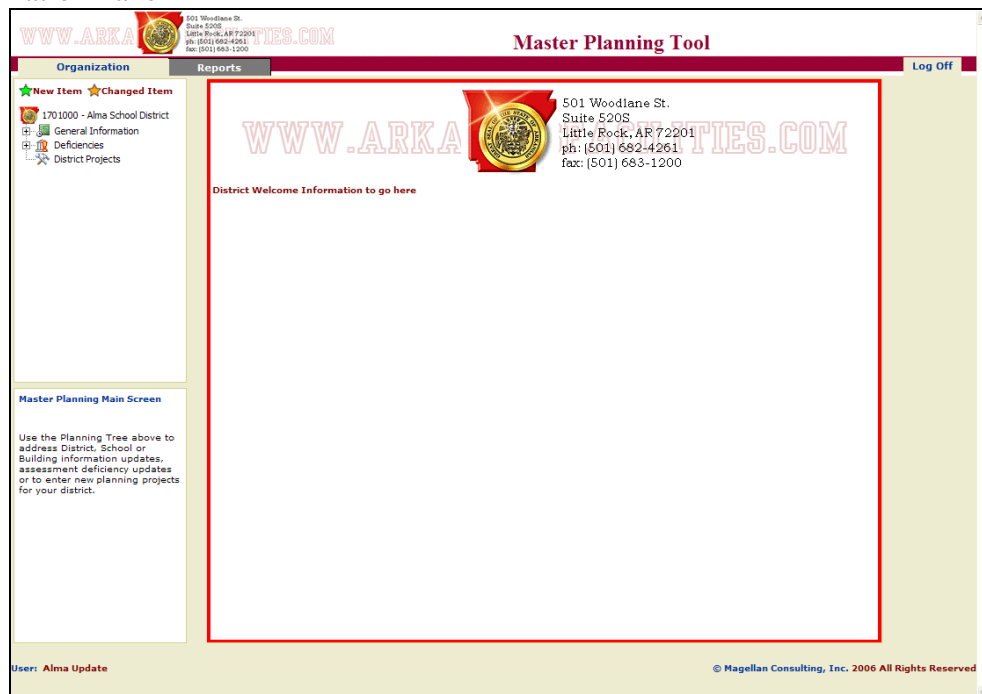
Main Screen

The initial screen is comprised of three separate components (or frames): The Planning Tree, The Information Pane, and The Help and Instruction Pane. These three frames are indicated in bold in the following three graphics.

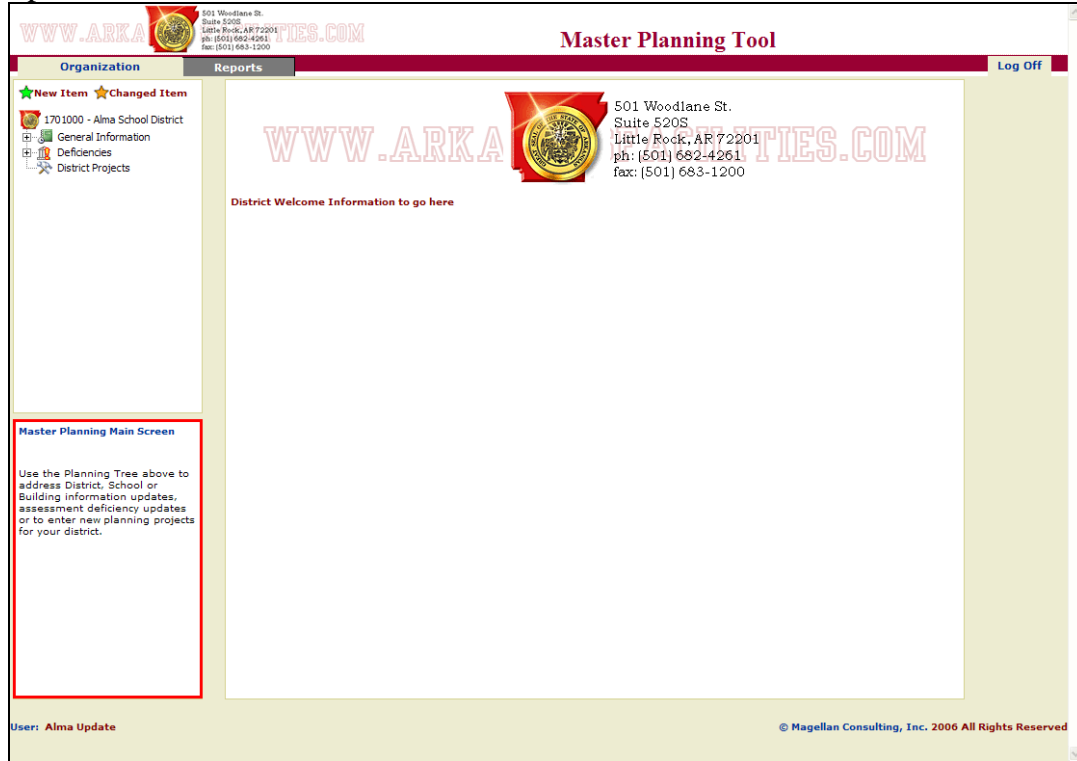
The Planning Tree



The Information Pane



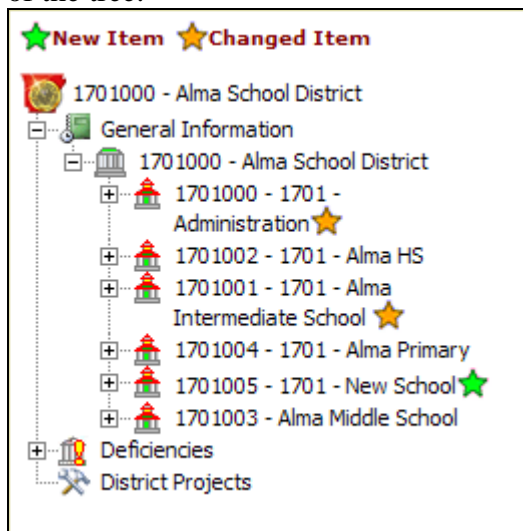
The Help and Instructions Pane



The Planning Tree and General Information Updates (See Guidelines, Step 3, a.)

Use the Planning Tree to navigate through the different tasks associated with the planning process. These tasks include General Information Updates (District, School, and Building), Assessment Deficiency Updates, and District Project Creation for the district's Master Plan.

Click on the '+' or '-' to either expand or collapse the General Information or Deficiencies levels of the tree.



As seen in the preceding image, the tree has been expanded down to the building level in the General Information level of the tree. With the tree expanded, the user can then click on the lower level '+' symbols to expand that level. This can be done until the tree has been expanded to the building level.

By clicking the '-' symbol that occurs after the tree is expanded, the user can collapse that particular level of the tree.

Green stars next to a level in the Planning Tree indicate that that level is a New Item. Orange stars indicate levels for which updates have been recorded.

Upon expanding the General Information level of the tree to display the District Name, the user can then select the District name to generate the following update screen.

The screenshot displays the 'Master Planning Tool' web application. The interface includes a navigation tree on the left with a green star next to '7205000 - Lincoln School District'. The main content area is titled '7205000 - Lincoln School District' and contains several sections:

- Signoff Status / Responsible Party:** A red-bordered box containing a 'Person Responsible for District Information Update' form with fields for Name, Phone, Email, and Fax, and a 'Save' button.
- District Contact Detail:** A section for 'District Web Site' and 'Contacts'.
- Superintendent:** A table with contact information for the Superintendent.

The Superintendent contact information is as follows:

| Superintendent | |
|-----------------|-------------------------------|
| Salutation: | Mr. |
| First Name: | James |
| Middle Name: | L. |
| Last Name: | Lewis, III |
| Street Address: | 502 E.P. Rothrock Dr. |
| City: | Lincoln |
| State: | |
| Zip: | 72744 |
| Phone: | (479)824-3010 |
| Fax: | (479)824-3045 |
| Email: | jlewis@lincoln.nwsc.k12.ar.us |

At the bottom left, a message states: 'The Person Responsible must be entered to edit data for this district.' Below this is a 'District Information' section with instructions to update the Superintendent and District Web Site information, and buttons for 'Update' and 'Add School'.

In the District Update Screen above, the user is required to complete the information for the Responsible Party before any updates can be performed. By entering their name and contact information into the Responsible Party portion of the application, the user enables the Division to contact the district in order to clarify issues or concerns with the information being collected.

Upon entering the contact information into the Responsible Party text boxes, the user then clicks the **Save** button to save the information. The user is now allowed to make updates and edits to the information within the web-based Master Plan tool.

The user can now update the District Contact information or enter information about a new school that is not in the tree.

To edit the District Contact information, the user clicks on the **Update Info** button as depicted in the following image:

| | | | |
|-----------------------|--|--------------------------------|--------------------------|
| District: | 7205000 - Lincoln School District | Signoff Status | Responsible Party |
| Abbreviation: | Lincoln School District | Planning Progress | |
| Planning Area: | 9 | Status | By |
| Web Site: | | General Info: No Change | Date |
| | | Deficiencies: No Change | SignOff |
| | | Projects: No Change | SignOff |


Update Info
New School

District Contact Detail

District Web Site:

| Contacts | Superintendent |
|------------------------|-------------------------------|
| Salutation: | Mr. |
| First Name: | James |
| Middle Name: | L. |
| Last Name: | Lewis, III |
| Street Address: | 502 E.P. Rothrock Dr. |
| City: | Lincoln |
| State: | |
| Zip: | 72744 |
| Phone: | (479)824-3010 |
| Fax: | (479)824-3045 |
| Email: | jlewis@lincoln.nwsc.k12.ar.us |

By clicking on the Update Info button the user generates the following update screen:



501 Woodlawn St.
Suite 500B
Little Rock, AR 72201
ph: (501) 682-4261
fax: (501) 683-1200

Project Detail

District: 7205000 - Lincoln School District

District Contact Detail

District Web Site:

| Contacts | Superintendent |
|------------------------|-------------------------------|
| Salutation: | Mr. |
| First Name: | James |
| Middle Name: | L. |
| Last Name: | Lewis, III |
| Street Address: | 502 E.P. Rothrock Dr. |
| City: | Lincoln |
| State: | |
| Zip: | 72744 |
| Phone: | (479)824-3010 |
| Fax: | (479)824-3045 |
| Email: | jlewis@lincoln.nwsc.k12.ar.us |

Save
Cancel

The user can then update the District Contact information directly into the text boxes provided and save it to the database by clicking the **Save** button. If changes are made that are not accurate or if the user does not need to update the information, the window can be closed without saving these changes by hitting the **Cancel** button. The user is returned to the District Information screen.

If the District has recently built or acquired a new school that is not listed with the other schools in the Planning Tree, the user can add the school to the system by clicking on the **New School** button. This will generate the following screen where the user can then enter the appropriate information into the text boxes and save it to the database by hitting the **Save** button. If information that is entered is inaccurate or not necessary, hitting the **Cancel** button will close the Update School Information screen without saving the changes to the database. The user will be returned to the District Update screen.

WWW.ARKANSASDEPARTMENTOFEDUCATION.COM
501 Woodlane St.
Suite 5200
Little Rock, AR 72201
ph: (501) 662-4261
fax: (501) 663-1200

Update School Information

School: ★-New School-

School Detail Information

Number: Short Name:
 Long Name:
 Type: --select-- Year opened: Enrollment:
 Grades: Staff: Local Number:

Principal

Salutation:
 Principal Name:
 Street Address 1:
 City:
 State:
 Zip:
 Phone:
 Fax:
 Email:
 Website:

Save Cancel

In order to edit the General Information related to both Schools and Buildings, the user would follow the same instructions outlined above for the District Update. At the School level, the user can update the School information or enter a new building. At the building level, the information associated with buildings can only be updated.

Once the General Information for Districts, Schools and Buildings has been edited to the satisfaction of the user, they should then “Sign-Off” on this information. This allows the system to know where changes have been made.

To Sign-off on the General Information Updates, click on the **SignOff** button for the General Information line. The tool populates the Status, By and Date fields. See below:

| Signoff Status | | Responsible Party | |
|-------------------|-----------|-------------------|---------|
| Planning Progress | | | |
| | Status | By | Date |
| General Info: | No Change | | SignOff |
| Deficiencies: | No Change | | SignOff |
| Projects: | No Change | | SignOff |

After Signing Off:

| Signoff Status | | Responsible Party | |
|-------------------|-----------|-------------------|-----------|
| Planning Progress | | | |
| | Status | By | Date |
| General Info: | SignOff | Lincoln Lincoln | 9/12/2006 |
| Deficiencies: | No Change | | SignOff |
| Projects: | No Change | | SignOff |

Below is a view of the building level deficiencies:

The screenshot shows the 'Master Planning Tool' interface. On the left is a navigation tree with 'Deficiencies' selected. The main area displays details for 'District: 7205000 - Lincoln School District' and 'School: 7205031 - 7205 - Lincoln ES'. It lists building information: Building 720503102 - Elementary or Primary, Type: Permanent, Year: 1981, Area (GSF): 42504, Floors: 1. A 'Signoff Status' table shows 'Planning Progress' with 'Status' as 'SignOff', 'By' as 'Lincoln Lincoln', and 'Date' as '9/12/2006'. Below this is a table of 'Building Deficiencies (19)' with columns: Room, System, Deficiency, Assess ID, Priority, Qty. UoM, Repair Cost, and Status. The table lists 19 deficiencies, including 'Joint Sealant requires replacement', 'Wood Door/Frame (Single Hung) requires replacement', 'GFI Receptacle is missing and is needed', 'Emergency Lighting (Fluorescent - 2'x4') is missing and is needed', 'Traffic Sign is missing and is needed', 'End of Life: Telephones - School Wide Telephones require replacement', 'End of Life: Fire Alarm requires replacement', 'End of Life: Security System requires replacement', 'End of Life: Public Address and Intercom - Communications require replacement', 'End of Life: Cooling Packaged Units - Roof Top Units require replacement', 'ADA - Lavatory is not fully compliant', 'ADA - Door Hardware is not fully compliant', 'ADA - Accessible toilet rooms are not fully compliant', 'ADA - Grab Bars are not fully compliant', 'ADA - Counter Height is not fully compliant', and 'ADA - Food Service Line is not fully compliant'. Each row has a 'Status' field with a dropdown arrow and a pencil icon.

In order to edit the status of a deficiency, click on the button. The Status field will change to appear like the example below:

| Room | System | Deficiency | Assess ID | Priority | Qty. UoM | Repair Cost | Status |
|---------------|--------|--|-----------|----------|----------|-------------|-----------|
| Exterior | | Joint Sealant requires replacement | 83047 | 2 | 360 LF | \$1,520 | Estimate: |
| Interior | | Wood Door/Frame (Single Hung) requires replacement | 83048 | 3 | 67 Ea. | \$112,851 | Estimated |
| Electrical | | GFI Receptacle is missing and is needed | 83050 | 1 | 10 Ea. | \$1,159 | Estimated |
| Fire & Safety | | Emergency Lighting (Fluorescent - 2'x4') is missing and is needed | 83051 | 1 | 50 Ea. | \$19,865 | Estimated |
| Site | | Traffic Sign is missing and is needed | 104618 | 2 | 4 Ea. | \$237 | Estimated |
| Technology | | End of Life: Telephones - School Wide Telephones require replacement | 303445 | 3 | 42504 SF | \$17,894 | Estimated |


The user can now select the drop-down arrow next to the repair cost and generate the following list:

The screenshot shows a dropdown menu with the following options: 'Estimate' (selected), '--select--', 'Estimated', 'Complete', and 'Suspended'.

At this point the user may change the deficiency status to either Complete or Suspended. Once the status has been changed, the user would click the button to save the change. Changing the status of the deficiency to Complete or Suspended will remove the deficiency's cost from the

database of needs for that particular site or building. The user can edit as many of the existing deficiencies as necessary.

To cancel and edit, the user can click the  button.

Once the deficiency update task is done, the user should click the  button in the Sign-Off Status portion of the screen in order to identify the deficiency update process as complete. This process is performed just as mentioned in the General Information updates previously.

| Signoff Status | | Responsible Party | | |
|-------------------|-----------|-------------------|---------|-----------|
| Planning Progress | | | | |
| | Status | By | | Date |
| General Info: | SignOff | Lincoln | Lincoln | 9/12/2006 |
| Deficiencies: | SignOff | Lincoln | Lincoln | 9/12/2006 |
| Projects: | No Change | | | SignOff |

District Projects (See Guidelines, Step 3, c. and d.)

The last level on the Planning Tree is used for creating District projects. When the District Projects level has been selected in the tree, the user is presented with a list of projects in the Information Pane.

The screenshot shows the 'Master Planning Tool' web application. The top navigation bar includes 'Organization' and 'Reports' tabs. The left sidebar shows a tree structure with 'District Projects' selected. The main content area displays information for '7205000 - Lincoln School District'. It includes a 'Signoff Status' table, a 'Planning Progress' table, and a 'District Project List' table with columns for 'Project Number' and 'Project Name'. A 'New Project' button is visible next to the project list. The bottom of the page shows the user 'Lincoln Lincoln' and the copyright notice '© Magellan Consulting, Inc. 2006 All Rights Reserved'.

To create a new project, the user clicks the **New Project** button. The user will be presented with the project creation screen as shown below:

The screenshot shows the 'Project Detail' form for creating a new project. The form is titled 'Project Detail' and 'District: 7205000 - Lincoln School District'. It includes sections for 'New Projects' and 'Project Type' (with radio buttons for New School, New Building, Addition to Building, and General Renovation). The 'Project Scope' section has a large text area. The 'Project Category' section has radio buttons for Enrollment Growth, Suitability, Condition - Current, and Condition - Lifecycle. The form also includes fields for Start Date, Comp. Date, Status, % Const. Comp., Area (GSF), Budget, Funding Code, and Project Category. At the bottom, there is a table for 'Expected Annual Funding for this Project' with columns for years from 2006-2007 to 2015-2016. The form ends with 'Save', 'Cancel', and 'Close' buttons.

The user can now enter all of the required information related to a Master Plan Project.

When developing a Master Plan project, districts should consolidate new construction projects for similar work that will be done with one construction contract. The first year of a project is the year when the design of the project is initiated, and for Partnership Program projects should be the year that the application is submitted for initiation and the Partnership Program Project Agreement is signed. For example, a Partnership Program project with a beginning year of 2011-2012 is a project that is anticipated to be approved, the project agreement signed, and design begun during the period July 1, 2011 – June 30, 2012.


Project numbers should be in the following format that contains year-LEA- and number: y1y2-LEAx-xxx, where y1y2 are the last two digits of the fiscal year that the district will begin the project, and if applicable, request Partnership Program funding. For example, 0708 refers to a project that will begin in fiscal year 2007-2008 (July 1, 2007 – June 30, 2008). The middle four digits of the project number are the district's LEA number, including the leading zero, if applicable. The last three digits are a sequential numbering of district projects for year y1y2, beginning with 001. (2006-2009 projects that are included on the current master plan should use the xxx number corresponding to that master plan project number.) Non-academic facilities should begin numbering at y1y2-LEAx-701. Sample project numbers are 0708-0901-004 and 1112-7401-702.

Note: Project numbers for Partnership Program projects for fiscal years 2007-2008 and 2008-2009 should use the same final three digits as contained in the Partnership Program project applications that were submitted to the Division by November 1, 2006.

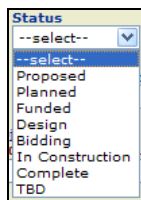
Project Name should be a short description of project.

School Number, Name and Type is a drop-down list that allows the user to pick a location that already exists in their district for which the project will apply. Project Type requires one type to be selected that best suits the project being created. If the user selects General Renovation as a Project Type, a list of affected buildings systems appears. The user should identify all major systems that will be affected by the project being entered.

Project Scope must be as complete as possible and must provide sufficient information so that state financial participation can be determined and projects prioritized. If currently approved Master Plan projects for 2006-2009 are consolidated, the project scope should identify all currently approved Master Plan project numbers. Project scopes for consolidated projects should clearly identify all facilities and building systems included in the consolidated project.

Start Date and Comp. Date are to be entered to identify expected timeframes for the project. Start Date should be the estimated start of project design. The Completion Date should be the estimated time of the final acceptance of the project. The  button generates a calendar to ease the date entry for the user.

Status is a drop-down where the user can select a status for projects already in process.



WWW.ARKASCHOOLFACILITIES.COM

501 Woodlane St.
Suite 500S
Little Rock, AR 72201
ph: (501) 662-4261
fax: (501) 663-1200

Project Detail

District: 7205000 - Lincoln School District

New Projects (NEW)

Project Number and Name

School Number, Name, and Type

--select--

Project Scope

Project Type

☐ New School

☐ New Building

☐ Addition to Building

☒ General Renovation

Project Category

☐ Enrollment Growth

☐ Suitability

☐ Condition - Current

☐ Condition - Lifecycle

Site Systems

☐ Parking Lot / Drives

☐ Walkways, Drop Areas

☐ Playgrounds / Playfields

☐ Site Lighting

☐ Fencing

☐ Drainage

Building Systems

☐ Roofing

☐ Exterior Walls

☐ Exterior Windows

☐ Exterior Doors

☐ Interior Floors

☐ Interior Walls

☐ Interior Ceilings

☐ Interior Other

☐ HVAC

☐ Electrical Lighting

☐ Electrical Distribution

☐ Electrical Other

☐ Plumbing

☐ Fire / Life Safety

☐ Specialties

☐ Structural

☐ Technology

☐ Life Safety

☐ Accessibility

Start Date

Comp. Date

Status

--select--

% Const. Comp.

Area (GSF)

Budget

Funding Code

--select--

Project Category

--select--

Planning Year Created

Expected Annual Funding for this Project

| 2006-2007 | 2007-2008 | 2008-2009 | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | 2015-2016 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | | | | | | |

Save **Cancel**

Close

% Const. Comp. allows the user to input an estimate for percent complete for projects already in progress.


Area (GSF) allows the user to input the square footage of the project. Project area must meet spacing requirements contained in the Arkansas School Facility Manual.

Budget is for the **total** estimated budget for the project.

The user should select the appropriate Funding Code (Partnership or Local) from the provided drop-down. Likewise, the Project Category (Academic or Non-Academic) drop-down will also require a selection.

The Expected Annual Funding allows the user to input expected yearly total expenditures associated with the project that includes both district funding and state financial participation, if applicable. The sum of the Expected Annual Funding entries should be equal to the Budget.

All other text boxes and drop-downs are required to be completed accurately. Once the information is satisfactory, the user can hit the **Save** button. If the user decides not to save changes, they can click the **Cancel** button or simply use the **Close** button.

The user can edit any projects that have been created by clicking on the  button associated with that particular project entry. If an entered project is no longer needed, the user can click the **X** button associated with the project. This will remove the project from the planning application.

Once the District Projects task is complete, the user should click the **SignOff** button on the Projects line in the Sign-Off Status portion of the screen in order to identify the Project entry process as complete. This process is performed as mentioned previously in the General Information and Deficiency Updates sections.

| Signoff Status | | Responsible Party | | |
|-------------------|-----------|-------------------|---------|-----------|
| Planning Progress | | | | |
| | Status | By | | Date |
| General Info: | SignOff | Lincoln | Lincoln | 9/12/2006 |
| Deficiencies: | SignOff | Lincoln | Lincoln | 9/12/2006 |
| Projects: | No Change | | | SignOff |